



The City Beautiful

City of Coral Gables Job Description

Job Title: Police Major
Department: Police
Classification: 5026
Pay grade: 33EP
FLSA: Exempt

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Summary

This is a senior staff position that assists in directing the Police Department. Work includes planning, organizing and supervising the financial and business operations of the Department as well as acting in the capacity of Assistant Chief, when necessary, to include deployment and control of police forces. May command a Section, Unit, or Platoon and/or may be assigned, by the Chief, to a specialized function. Also serves as a Staff Duty Officer providing the Police Department on a 24 hour-a-day basis, with a representative of the Chief who will act on his behalf after regular working hours and holidays. Requires a high level of discretion, responsibility and good judgment. Acts under the supervision of the Chief of Police.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Commands the operations of a Division ensuring that all division tasks are handled in an efficient, professional manner.

Manages labor relations issues, mitigating problems in early stages.

Ensures that clear and open communication exists between staff and upper management.

Seeks to empower subordinates through input on goals and objectives Division.

Makes recommendations and institutes changes to improve effectiveness and efficiency of the Division.

Reviews and processes a variety of reports ensuring that records and reports are properly distributed and maintained.

Confers with Chief and is a member of the Chief's staff..

Provides input in establishing policies and standard operating procedures for the department.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Thorough knowledge of divisional procedures and responsibilities and the correspondent federal, state and local laws, ordinance etc. which govern the procedures is required. Knowledge of laws, codes, standards related to police work is necessary. Knowledge of departmental policies and procedures, City Personnel Rules and Regulations, collective bargaining contracts, grievance procedures, and disciplinary action is required. Familiarity with the geography of the city is necessary. The ability to analyze situations correctly and quickly and to adopt effective course of actions, in consideration of surrounding hazards and circumstances is an integral part of this position. Excellent interpersonal and human relations skills are required.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer.

Work is performed both indoors and outdoors. Exposure to extreme temperatures, various hazards, noise, heights and dust are common. Must be able to lift, carry and or push articles weighing up to 50 lbs. Must have the physical ability to enter into and inspect hazardous locations/situations, climb stairs, reach above and below shoulders, walk and bend. Physical strength and a working knowledge of hand-to-hand technique are required to subdue and restrain suspects. The ability to hear and see in order to communicate and observe events as they occur is necessary. Psychomotor coordination is necessary to operate a vehicle and handle weapons.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

AA degree from an accredited college or university, OR, have a minimum of 60 college credits in a degree seeking four (4) year program.

Minimum five (5) years continuous service as a sworn Coral Gables Police Department Supervisor in the capacity of Captain, Lieutenant or Sergeant.

Ability to supervise the work of others in a manner conducive to full performance and high morale.

Valid Florida Driver's License